

Swiss Village, Inc.

HOA General Park Meeting

February 16, 2023

Agenda

1. Call to Order
2. Roll Call (Brenner)
__ Bertz, __ Brenner, __ Glogowski, __ George, __ Lamonica, __ Rohlin, __ Vanderbilt
3. Pledge of Allegiance
4. Determination of Membership Quorum
5. Introductions – 2023 Board of Directors
6. Approval of Minutes (Brenner) **
 - a. January 19, 2023
 - b. February 2, 2023 – Special
7. Approval of Treasurer’s Report (Rohlin) **
8. Reports
 - a. HOA Officers / Directors
 - b. Social (Joanna England)
 - c. Bingo (Darlene Motschenbacher)
 - d. Welcome (Muriel Nash)
 - e. FMO (George)
 - f. Statutory (Bertz)
9. Old Business
 - a. Clubhouse chair replacement Project – Status (Vanderbilt)
 - b.
10. New Business
 - a. HOA Committee Appointments - (Bertz)
 - b. Election Law Changes - (Glogowski)
 - c. HOA Operations & Authority - (Bertz)
 - d. HOA 2023-2024 Board Meeting Schedule – (Bertz)
 - e. Limited Proxy Form – Discussion (Bertz)
 - f.
11. Open Microphone
12. Announcements
13. Adjournment **

** = Action Item

Swiss Village Inc.

Home Owner's Association

233 Alpine Dr.

Winter Haven, FL

33881

HOA Board Annual Meeting Minutes

January 19, 2023 1:00 PM

The meeting was called to at 12:59 PM by President, Tom Bertz

The meeting was recessed by President, Tom Bertz until 7:00 PM

The Annual Board Election was held from 1:00 PM until 5:00 PM

1. The meeting was called back to order at 7:00 PM

2. Roll Call

Present: Tom Bertz; Paul Rodgers, Cindy Rohlin, Dale Freeman, Steve George, Dick Brenner and Ken Vanderbilt

3. Pledge of Allegiance

4. Determination of a Quorum

The Secretary determined a quorum was present.

5. November Minutes (Freeman)

- a) Larry Bertz moved to waive the reading of the November 11, 2022 Minutes: Bernice Packett seconded and it passed unanimously
- b) Louie Sequin moved to approve the November 11 Minutes; Cheryl Glogowski seconded and the motion passed unanimously.
- c) Lonnie Brooks moved to waive the reading of the December 15, 2022 Minutes; Larry Bertz seconded and it passed.
- d) Lonnie Brooks moved to approve the December 15 Minutes, Louie Sequin seconded and the motion passed unanimously.

6. Treasurer's Report (Rohlin)

January through December 2022

Assets: 55,840.01

Liabilities 146.23

Equity 57,693.78

Total Liabilities and Equity \$57,840.01

7. Report of Officers and Committee Liaisons

a. Vice-President (Steve George)

1. Steve reminded all to assure their decals were up to date
2. Steve relayed that recycling bins must have their lids closed to be collected.

b. Social Committee (Marie Behn)

DATE	TITLE	ATTENDED	INCOME	EXPENSES	PROFIT
December 2	Movie Night The Holiday	22	0	0	0 (Free event)
December 9	Soup & Sandwich Supper & Dance	94	\$924.00	\$908.97	\$15.03
December 15	Ladies Lunch	75	\$931.00	\$615.32	\$315.68
December 16	Country Christmas	180	\$528.00	0	\$528.00
December 17	Trivia	53	\$321.00	\$291.55	\$29.45
December 25	Christmas Dinner	58	\$177.18	\$177.1	0
December 31	New Years Eve Game and Dance	15 and 40	0	0	0 (Free event)
Summary			\$2,704.00	\$1,815.84	Net Profit \$888.16

c. Bingo (Lonny Brooks)

Date	Attended	Income	Expenses	Profit
Jan - Dec 2022	4,004	\$3,199.15	\$4,019.05	(\$819.90)

8. Old Business

a. PSC Water Rate Hearing-Review (Tom Bertz)

PSC will host a meeting with Siss Village water to review our opposition letter to the recent increase in rates.

b. Mediation Process Review (Tom Bertz)

Mediation Committee met with A&R and the mediator on Dec 22, 2022. A&R did not agree with our requests but will have a counter proposal in the near future.

c. Clubhouse Chair Replacement Process – Discussion (Ken Vanderbilt)

Two bids were received and a sample chair will soon be available.

9. New Business

HOA Financial Support of Charities – Discussion (Tom Bertz)

The HOA Board at it's January 12, 2023 meeting voted unanimously to retain Wishing Well monies.

10. Open Microphone

Lonnie Brooks announced his resignation from the Bingo Committee and his maintenance of the AED machine in the clubhouse. The residents profusely thanked Lonnie for his past service.

11. Announcements

- a. The 2023 Phone Book changes and printing were discussed.
- b. Tom Bertz announced that Paul Rodgers and Dale Freeman had resigned from the Board.

12. Election Results (Freeman)

Cheryl Glogowski	110 elected
Tony Lamonica	102 elected
Tom Bertz	80 elected
Dick Nash	76
Marie Behn	54

A quorum was present and the elections valid.

144 votes were cast

The top three vote getters were elected and will join the existing HOA Board today.

13. Adjournment

The meeting was adjourned at 7:48 PM by Tom Bertz

Dale Freeman, Secretary

Special Park Meeting - Minutes
February 2, 2023

1. Call to order by Tom Bertz at 7:00 pm
2. Roll Call: All Present
Bertz__, Brenner__, Glogowski__, George__, Lamonica__ Rohlin__, Vanderbilt
3. Determination of Quorum---- 38 + homeowners present
4. Presentation to Members (Ken Vanderbilt)
Cost of 200 chairs and 2 transport dollies \$ 8368.16 split between HOA and
Bingo equipment funds.
Discussion by members of HOA
Motion to purchase: Ken Vanderbilt Second by: Larry Bertz
Vote by HOA passed unanimously.
5. Motion to adjourn: passed 7:05 PM

Prepared by Richard Brenner HOA Secretary

February 2, 2023

Swiss Village HOA Treasurer's Summary

January - December, 2023

Balance Sheet

ASSETS	
Banked Assets	46,570.62
Petty Cash	210.00
Long-Term Assets	10,451.47
TOTAL ASSETS	57,232.09
LIABILITIES	
	95.36
EQUITY	
Reserved - Ding-a-Lings & Choir	458.41
Reserved - Equipment Replacement	21,464.19
Reserved - Legal Expenses	19,977.87
Unreserved Balance	15,793.31
Net Income/Loss	(557.05)
TOTAL EQUITY	57,136.73
TOTAL LIABILITIES & EQUITY	57,232.09

Income & Expense Statement

EVENT IMPACT	
Income	762.11
Expenses	(499.51)
EVENT - PROFIT (LOSS)	262.60
CONCESSIONS IMPACT	
Income	620.65
Expenses	(897.50)
CONCESSIONS - PROFIT (LOSS)	(276.85)
OPERATIONS INCOME	
Wednesday Coffee Income	189.50
Yodler Ads	-
Other Business Income	387.00
Total Income	576.50
OPERATIONS EXPENSE	
Clubouse Food, Equip & Supplies	(635.08)
Cable & Internet	(255.65)
Legal & Professional Services	(93.75)
Insurance	-
Yodler Printing	-
Taxes & License	(70.00)
Other Business Expense	(64.82)
Total Expenses	(1,119.30)
OPERATIONS - PROFIT (LOSS)	(542.80)

Income & Expense Summary

OPERATIONS - PROFIT (LOSS)	(542.80)
CONCESSIONS - PROFIT (LOSS)	(276.85)
EVENT - PROFIT (LOSS)	262.60
NET INCOME (LOSS)	(557.05)

Swiss Village Home Owners Association

Profit and Loss

January 2023

	TOTAL
Income	
Concession Income	620.65
Events	
Event Non-Taxable Income	372.11
Event Taxable Income	390.00
Total Events	762.11
HOA Clubhouse Income	
Coffee and Donuts	189.50
Total HOA Clubhouse Income	189.50
Total Income	\$1,572.26
GROSS PROFIT	\$1,572.26
Expenses	
Concession Foods	875.58
Concession Supplies	21.92
Events Expense	
Event Food	499.51
Total Events Expense	499.51
HOA Clubhouse	
HOA Foods	323.58
HOA Supplies	311.50
Total HOA Clubhouse	635.08
Total Expenses	\$2,032.09
NET OPERATING INCOME	\$ -459.83
Other Income	
Donations	387.00
Total Other Income	\$387.00
Other Expenses	
Cable TV and Internet	255.65
Legal & Professional Services	93.75
Office Supplies & Software	64.82
Taxes & Licenses	70.00
Total Other Expenses	\$484.22
NET OTHER INCOME	\$ -97.22
NET INCOME	\$ -557.05

Swiss Village Home Owners Association

Balance Sheet

As of January 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1) HOA Bank Accounts	
South State Bingo Funds	0.00
South State Checking	9,118.30
South State HOA Savings	0.00
Total 1) HOA Bank Accounts	9,118.30
2) HOA Investments	
South State CD	32,111.24
South State CD8 - Legal (Oct 2020)	5,341.08
South State CD9 - Legal (Mar 2020)	0.00
Total 2) HOA Investments	37,452.32
Total Bank Accounts	\$46,570.62
Other Current Assets	
Cash Advances	0.00
Other Current Assets	50.00
Petty Cash	160.00
Total Other Current Assets	\$210.00
Total Current Assets	\$46,780.62
Other Assets	
Other Long-term Assets	10,451.47
Total Other Assets	\$10,451.47
TOTAL ASSETS	\$57,232.09
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Other Current Liabilities	0.00
Sales Tax Payable	95.36
Total Other Current Liabilities	\$95.36
Total Current Liabilities	\$95.36
Total Liabilities	\$95.36
Equity	
Reserved - Bingo Equipment	0.00
Reserved - Bingo Operations	0.00
Reserved - Ding-a-Lings & Choir	458.41
Reserved - Equipment Replacement	21,464.19
Reserved - Legal Expenses	19,977.87

Swiss Village Home Owners Association

Balance Sheet

As of January 31, 2023

	TOTAL
Unreserved Balance	15,793.31
Net Income	-557.05
Total Equity	\$57,136.73
TOTAL LIABILITIES AND EQUITY	\$57,232.09

Swiss Village Social Committee – Event Summary

January, 2023

Date	Event
Jan 5, 2023	English Tea Party
	Attend: 39
	Income: 526.81
	Expense: 526.81
	Profit/(Loss): 0.00
	Notes:
Jan 6, 2023	Movie Night—Ticket to Paradise
	Attend: 74
	Income: 0.00
	Expense: 0.00
	Profit/(Loss): 0.00
	Notes: Free Event
Jan 14, 2023	Leesah Stiles Show
	Attend: 131
	Income: 1,455.00
	Expense: 1,291.70
	Profit/(Loss): 163.30
	Notes:
Jan 21, 2023	Pot Luck & Card Bingo
	Attend: 60
	Income: 50.00
	Expense: 0.00
	Profit/(Loss): 50.00
	Notes: Free Event
Jan 26, 2023	New Residents Welcome
	Attend: 53
	Income: 224.68
	Expense: 224.68
	Profit/(Loss): 0.00
	Notes: HOA Event

SUMMARY	Total Income:	2,256.49
	Total Expense:	2,043.19
	Net Profit/(Loss):	213.30

BINGO REPORT—JANUARY 2023

Operating Account

<u>Date</u>	<u>Income</u>	<u>Expense by check</u>	<u>Balance</u>	<u>Attendance</u>
12/31/22			\$ 3095.08	
1/03/23	\$ 92.60			112
1/10/23	94.20	\$373.00		118
1/17/23	105.50			126
1/24/23	106.05			122
1/31/23	<u>112.40</u>			<u>140</u>
Totals	\$ 510.75	\$373.00	<u>\$ 137.75</u>	618
1/31/23			\$ 3232.83	

Equipment Replacement Fund

<u>Date</u>	<u>Income</u>	<u>Expense</u>	<u>Balance</u>
12/31/22			\$ 7044.28
1/01-1/31/23	NO ACTIVITY		
Totals	\$ 0.00	\$ 0.00	<u>0.00</u>
1/31/23			\$ 7044.28

Total Bingo Funds: \$ 3232.83 Operating
7044.28 Equipment Replacement
 \$ 10277.11

Swiss Village Inc.

Home Owner's Association

233 Alpine Dr.

Winter Haven, FL

33881

February 9, 2023

Agenda Item: Board Appointments

Move that following Board Appointments are affirmed:

Bingo Liaison:

Darlene Motschenbacher

Statutory Committee:

Active: Thomas W Bertz, Steve George, Ken Vanderbilt, Sam Nunemaker
Dick Brenner

Alternate: Pete Zagorzycki, Hershel Wyrick

Social Committee:

Rhonda Armstrong, Marie Behn, Cheryl Bertz,
Sheree Brownell, Kathleen Broy, Joanne England, Terri Reese,
Chrissy Seguin, Mary Zagorzycki

Bylaws Committee:

Nancy Martin, Steve Trumitch, Bill Maki, Pete Zagorzycki,
Cheryl Glogowski, Dick Brenner, Tom Bertz

Welcoming Committee:

Steve George, Muriel & Dick Nash, < open >

Database Administrators:

Tom Bertz, Steve George

The 2022 Florida Statutes (including Special Session A)

Title XL

REAL AND PERSONAL PROPERTY

Chapter 723

MOBILE HOME PARK LOT TENANCIES

723.078 Bylaws of homeowners' associations.—

. . .

2.a. A member may not vote by general proxy but may vote by limited proxies substantially conforming to a limited proxy form adopted by the division. Limited proxies and general proxies may be used to establish a quorum. Limited proxies may be used for votes taken to amend the articles of incorporation or bylaws pursuant to this section, and any other matters for which this chapter requires or permits a vote of members. A proxy, limited or general, may not be used in the election of board members in general elections or elections to fill vacancies caused by recall, resignation, or otherwise. Board members must be elected by written ballot or by voting in person. If a mobile home or subdivision lot is owned jointly, the owners of the mobile home or subdivision lot must be counted as one for the purpose of determining the number of votes required for a majority. Only one vote per mobile home or subdivision lot shall be counted. Any number greater than 50 percent of the total number of votes constitutes a majority. Notwithstanding this section, members may vote in person at member meetings or by secret ballot, including absentee ballots, as defined by the division.

b. Elections shall be decided by a plurality of the ballots cast. There is no quorum requirement; however, at least 20 percent of the eligible voters must cast a ballot in order to have a valid election. A member may not allow any other person to cast his or her ballot, and any ballots improperly cast are invalid. An election is not required unless there are more candidates nominated than vacancies that exist on the board.

c. Each member or other eligible person who desires to be a candidate for the board of directors shall appear on the ballot in alphabetical order by surname. A ballot may not indicate if any of the candidates are incumbent on the board. All ballots must be uniform in appearance. Write-in candidates and more than one vote per candidate per ballot are not allowed. A ballot may not provide a space for the signature of, or any other means of identifying, a voter. If a ballot contains more votes than vacancies or fewer votes than vacancies, the ballot is invalid unless otherwise stated in the bylaws.

Swiss Village, Inc

HOA Overview – February 16, 2023

A. Statutory Authority

- a. Florida Statute 723 (617)
 - i. Negotiate for the purchase of the park from property owners
 - ii. Negotiate with owners regarding rent, reduction in services, change in amenities/prospectus, other issues
- b. NO AUTHORITY to deal with matters of property management (CRF).

B. Operation

- a. Bylaws in place (Oct. 18, 2020) – changed by vote of membership
- b. 7 Directors (Officers: President, V.P., Secretary, Treasurer)
- c. All home owners are members
- d. No dues – income derived from events, Wednesday coffee meetings and Yodeler ads
- e. Meetings – October through April
 - i. 2nd Thursday @ 1 pm – Board working/Business Meeting
 - ii. 3rd Thursday @ 7 pm – General Park Meeting (usually informational)
 - iii. Annual Meeting - 3rd Thursday in January.
 1. Election of Board Directors
 - a. 4 elected in even year (2022)
 - b. 3 elected in odd year (2023)
- f. All meetings (including committees) are held publicly in clubhouse (some exceptions – meetings regarding litigation). All residents are encouraged to attend.
- g. Insurance in place (Liability – covers all committees and events, E & O covers all officers).

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HOA Board and General Meeting Dates for 2023

As per Bylaws of Swiss Village, Article V, Section 5 Notice of Board and General Members Meetings

HOA Board Meetings and HOA General Meetings will be held on the following dates during 2023/24:

February 9, 2023	1:00 pm	HOA Park Board Meeting
February 16, 2023	7:00 pm	HOA Park General Meeting
March 9, 2023	1:00 pm	HOA Park Board Meeting
March 16, 2023	7:00 pm	HOA Park General Meeting
April 13, 2023	1:00 pm	HOA Park Board Meeting
April 20, 2023	7:00 pm	HOA Park General Meeting
October 12, 2023	1:00 pm	HOA Park Board Meeting
October 19, 2023	7:00 pm	HOA Park General Meeting
November 9, 2023	1:00 pm	HOA Park Board Meeting
November 16, 2023	7:00 pm	HOA Park General Meeting
December 7, 2023	1:00 pm	HOA Park Board Meeting
December 14, 2023	7:00 pm	HOA Park General Meeting
January 11, 2024	1:00 pm	HOA Park Board Meeting
January 18, 2024	7:00 pm	HOA Park General Meeting

All meetings will be held in the Clubhouse.

Swiss Village Inc.

Home Owner's Association

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Limited Proxy Form

Instructions:

Any homeowner wishing to vote by proxy must complete this form.

One homeowner per lot may vote on association business. Homeowners will be validated against the Membership Roster in use at the designated meeting.

Proxies may NOT be used during the election of any Board Member.

The completed form may be given, faxed or emailed, either to a neighbor who will attend the meeting, or to any CURRENT Board Member, any time prior to the specified meeting of the Association

Proxy forms are counted towards determining the quorum for the meeting.

Proxy forms received after the designated meeting will be not accepted and will be destroyed.

This proxy expires at the adjournment of the designated meeting.

Homeowners Information:

Name: _____

Address: _____

Meeting Date: _____

Proxy Assignment:

Check only ONE of the following:

I assign _____
the authority to vote on my behalf regarding Association matters.

I assign the Swiss Village Home Owners Association Board of Directors
the authority to vote on my behalf regarding Association matters.

Your Signature: _____ Lot: _____ Date: _____

Witness Signature: _____ Date: _____